

Addendum #1

DATE: October 4, 2001

TO: All Interested Parties

FROM: Kim Dorney Rodriguez, Deputy Director
Neighborhood Services Department

SUBJECT: Addendum #1 to Request for Proposals
Redevelopment of Residential and Live/Work Properties
Roosevelt Neighborhood Initiative Area/Downtown Redevelopment Area

This is Addendum #1 to the above-referenced Request for Proposals (RFP) for redevelopment of residential and live/work properties in the Roosevelt Neighborhood Initiative Area / Downtown Redevelopment Area. It is being issued in response to questions from potential proposers.

This is to clarify the availability and sources of City financial assistance with respect to gap funding requests from proposers:

Respondents to the RFP are asked to identify the specific amount of gap funding they are requesting from the City, but not the source. City staff will assist the selected project by matching sources of City funds to verified project needs.

At the Pre-Submission Briefing (Section X. of the RFP), a participant asked if a developer who obtains site control of Priority Site "A" and/or "B" could, without responding to the RFP, apply for the existing exterior rehab programs of the City Historic Preservation Office. We suggest that Historic Preservation funds alone would not prove adequate, given the physical conditions and market values anticipated for these properties. Also, there is no certainty of the availability of Historic Preservation funds.

Also see these sections of the RFP:

- Section VI. FUNDING AND OTHER RESOURCES, Sources of Assistance
- Section VII. SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA, C., 6. City Assistance

This is to clarify questions about site control and evaluation of proposals:

Proposals submitted in response to the RFP will be evaluated on the quality and impact of the project, the responsiveness of the proposal, the track record and capacity of the developer, and other criteria in the RFP. Any City financial assistance

will not be based on ownership of the site but on the "gap", as established by a proposal judged meritorious according to the criteria in the RFP (Section VIII. EVALUATION CRITERIA). The City desires to find the best possible project to address Priority Sites "A" and "B", whether or not the proposer has site control at the time of submittal.

Potential respondents to this RFP need to be aware that there is no obligation to have purchased the property in order to participate in the RFP. (See also Section VI. FUNDING AND OTHER RESOURCES, Assemblage, in the RFP.)

Please direct questions to:

Joe Belval, (602)262-7846. E-mail: joe.belval@phoenix.gov

or Kate Krietor, (602)256-3302. E-mail: kate.krietor@phoenix.gov.



Neighborhood Services Department Request for Proposals



**Redevelopment of
Residential and Live/Work Properties
Roosevelt Neighborhood Initiative Area/
Downtown Redevelopment Area**

**Initial Deadline:
November 19, 2001**

**Pre-submission
Meeting:
September 26, 2001**

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ATTACHMENTS

- Attachment 1 - RFP Area Boundary**
- Attachment 2 - Priority Sites**
- Attachment 3 - Priority Site "A", Element 1**
- Attachment 4 - Eminent Domain Process**
- Attachment 5 - Historic Preservation Resources & Requirements**
- Attachment 6 - Proposal Submittal Checklist**
- Attachment 7 - Historic Preservation General Design Guidelines**
- Attachment 8 - Equal Opportunity Dept./Affirmative Action form**
- Attachment 9 - Disadvantaged/Minority/Woman-owned Business report form**

For a copy of this publication in an alternate format contact the Neighborhood Services Department ADA Liaison, 200 W. Washington St., Phoenix, AZ 85003. Voice number (602) 495-5459. TTY (602) 495-0685.

REQUEST FOR PROPOSALS
**REDEVELOPMENT OF RESIDENTIAL PROPERTIES IN THE ROOSEVELT
HISTORIC DISTRICT OF DOWNTOWN PHOENIX**

I. INTRODUCTION

The City of Phoenix is soliciting proposals for the redevelopment of residential properties, as part of a comprehensive neighborhood revitalization plan in the Roosevelt/Downtown area. The boundaries of this Request for Proposals (RFP) are Central Avenue, Seventh Avenue, Roosevelt Street and Fillmore Street. (See **Attachment 1**)

The primary goals of this RFP are:

- to rehabilitate existing residential structures in keeping with applicable historic preservation standards;
- to build new residential properties that are compatible with and respectful of the historical setting;
- to provide affordable and market-rate owner-occupied housing and/or live-work opportunities, especially on two Priority Sites (defined below) within the boundaries of the RFP area.

The City desires to contract with a capable developer for a quality project(s) that will enhance the neighborhood revitalization strategy, preserve historic structures, remove blight, and promote the residential character of the neighborhood, primarily homeownership.

Preference will be given to proposals that address one or both of the Priority Sites. Prospective proposers are encouraged to contact City staff before writing a proposal that does not address a Priority Site.

II. PRIORITY SITES "A" AND "B" (See Attachment 2)

The following table provides a summary of the Priority Sites. Further information about the Priority Sites and desired uses can be found in section IV. PROGRAM DESCRIPTION.

PRIORITY SITE "A"					
	Sixth Avenue addresses:	Type	APN	Zoning	Desired Use
Element 1	802	duplex	111-39-137	R-5 RI HP	Residential or Live/work
	810	single family	111-39-139		
	816	duplex	111-39-142		
	822	single family	111-39-144		
	826	single family	111-39-147		
	830 (not historic)	duplex	111-39-148		
	846	single family	111-39-154		
	850	duplex	111-39-156		
Element 2	842	10 apartments	111-39-152	R-5 RI	Residential or Live/work

PRIORITY SITE "A"					
	Sixth Avenue addresses:	Type	APN	Zoning	Desired Use
Element 3	840	vacant lot	111-39-150	R-5 RI HP	Owner-occupied residential infill

PRIORITY SITE "A" consists of three elements:

Element 1. (See **Attachment 3**). Eight single-family or duplex residential structures on the west side of Sixth Avenue between Roosevelt and McKinley Streets. No proposals involving Element 1 will be considered unless they address, at a minimum, all eight single-family/duplex structures.

Seven of these eight properties are historic. Historically-sensitive rehabilitation is the only disposition that may be considered for the seven historic properties. Only 830 North Sixth Avenue is not historic. Other disposition options may be proposed for 830 North Sixth Avenue.

Element 2. 842 North Sixth Avenue, a multi-unit residential structure. Proposals involving Priority Site "A" may include this element, but are not required to. It is not an historic property.

Element 3. 840 North Sixth Avenue, a vacant lot. Proposals involving Priority Site "A" may include this element, but are not required to.

PRIORITY SITE "B"				
814 N. Fifth Avenue	Type	APN	Zoning	Desired Use
	single family	111-39-121	R-5 RI HP	Residential or Live/work

PRIORITY SITE "B" consists of the single-family/duplex residential structure at 814 North Fifth Avenue. Historically-sensitive rehabilitation is the only disposition option that may be considered for this property. Proposals for just this property will be considered, or this property may be included in a proposal for Priority Site "A", or other scattered, rehabilitation/infill activities.

III. BACKGROUND

Roosevelt Neighborhood Initiative Area

The RFP boundaries lie within the City of Phoenix Neighborhood Services Department (NSD) Roosevelt Neighborhood Initiative Area (NIA). The NIA program promotes comprehensive neighborhood revitalization by concentrating and coordinating resources in limited geographic areas for maximum impact. Code enforcement, housing rehabilitation, infrastructure improvements, blight removal and neighborhood capacity building are among the ongoing NIA activities in Roosevelt.

The NIA program involves residents and other neighborhood stakeholders in determining the revitalization strategy for the area. The properties comprising the Priority Sites (defined above) have been identified for strategic intervention as part of the Roosevelt NIA revitalization plan.

Roosevelt Historic District

Most of the Roosevelt RFP area is within the Roosevelt Historic District. The Roosevelt Historic District is listed on the Phoenix Historic Property Register and the National Register of Historic Places. Within the RFP area are buildings which are both historically and architecturally significant because they represent many important milestones in the evolution of the present community. From its rise as an affluent "streetcar suburb" to its development associated with early tourism, to its designation as the first historic district in Phoenix, the Roosevelt neighborhood continues to play a significant role in the history of Phoenix. As an intact collection of early twentieth century architecture, it contributes to the visual diversity and character of the historic heart of the community.

Downtown Redevelopment Area

The RFP area is also within the Downtown Redevelopment Area, which is enjoying significant growth in housing, entertainment and amenities. Downtown Phoenix is convenient for business, with over 200 retail businesses and restaurants in the Downtown core, plus Phoenix Civic Plaza and major convention hotels. The Arizona Center is nearby, offering shopping, dining and entertainment. Other convenient attractions include: the Herberger Theatre, Symphony Hall, Heritage Square, America West Arena, Bank One Ballpark, Phoenix Art Museum, Phoenix Central Library, the historic Orpheum Theatre, and the Dodge Theater, currently under construction.

Adjoining the RFP area is Post Roosevelt Square, a 400 unit urban apartment development. The entire project is located on an 11 acre site bounded by Central and Third Avenue, Roosevelt Street and Hance Park. It includes 30,000 square feet of ground level retail space, structured parking, 17 for-sale townhomes and a revitalized city park.

A redevelopment project adjacent to Priority Site "A" is being planned, and may include historic rehabilitation and new multi-family rental residential construction, primarily on the east side of Sixth Avenue, from Roosevelt to McKinley. Commonly known as "Century Pacific", the project is pending as of the date of release of this RFP.

Light Rail Transit

While the RFP area adjoins the Light Rail Transit alignment along Central Avenue, this RFP is not appropriate for proposals relating to transit corridor- or transit station-area development. Within approximately 1/4 mile to 1/2 mile of the corridor or the potential transit station at Roosevelt Street, an interim overlay zoning district is likely to be proposed which will determine uses and basic design standards for future development. Detailed planning involving property owners, neighborhood stakeholders, and others is expected to begin in 2002 for the proposed overlay district, resulting in design and development guidelines for new development that enhances the use of the transit system. Upon completion of a light rail corridor market study, further detailed planning of the area involving the community, property owners and others may occur. After the above planning efforts, proposals relating to transit station areas may be solicited in the future.

Second Avenue Corridor Study

The RFP area includes a portion of Second Avenue that is being studied for development opportunities to invigorate the corridor, reaching from the west side of First Avenue to the east side of Third Avenue, and extending from Roosevelt to Adams streets. The corridor is envisioned as a pedestrian-oriented linkage between the Roosevelt neighborhood and the downtown core. Creation of a linear park in the corridor is among the improvements being considered to attract people to the corridor and create a flow of activities (shopping, dining, recreating, walking, biking, etc.). The study may include recommendations for development projects and urban design enhancements such as landscaping, streetscaping, lighting, traffic control and parking.

IV. PROGRAM DESCRIPTION

The City of Phoenix Neighborhood Services Department (NSD) desires to contract with a developer or development team to:

- Acquire, as needed, and rehabilitate vacant substandard houses, to resell for market-rate or affordable homeownership or live-work use. Rehabilitation work involving historic houses must maintain the historic integrity of the building including design review and approval of all exterior modifications by the City of Phoenix Historic Preservation Office. Rehabilitation work should be comprehensive and contribute to the long-term revitalization of the neighborhood. Workmanship should, at a minimum, meet the City of Phoenix local standards for housing rehabilitation (available upon request), which are similar to, but exceed Housing Quality Standards established by the U.S. Department of Housing and Urban Development (HUD).
- Acquire vacant blighting properties, demolish deteriorated, non-historic structures as needed, build new, historically-compatible, owner-occupied single-family homes, attached or detached. Detached homes must meet at least the City's Infill Housing Program Standards (available upon request), and all new construction designs in the historic district must obtain a Certificate of Appropriateness from the City's Historic Preservation Office. Within Priority Sites, opportunities for new construction are limited to 830, 840, and 842 North Sixth Avenue.

Strongest emphasis and NSD support is placed on proposals for single-family, owner-occupied residential or live-work development involving historic rehabilitation. NSD may also consider rehabilitation and adaptive reuse or new construction of condominium, townhome, or multi-unit rental property, but only where such a proposal makes a compelling case in support of the revitalization efforts in the neighborhood. Responsive proposals involving single-family, owner-occupied residential use will be viewed more favorably and take precedence over other proposals.

Priority Site "A" :

Preference will be given to qualified proposals that address all three Elements of Priority Site "A" in a cohesive development plan. The ideal design will include historic treatment of all the important structures of the Roosevelt Historic District in Element 1, complementary reuse of the multi-unit structure (Element 2), and appropriate incorporation of the vacant lot (Element 3).

Comprehensive landscaping and streetscape design that is consistent with the historic character of the surrounding neighborhood is also desirable.

► *Priority Site "A", Element 1:*

Seven of the eight single-family/duplex structures on Priority Site "A", Element 1 are candidates only for rehabilitation that meets the Secretary of the Interior's Standards for (Historic) Rehabilitation. The eight houses range in approximate size from 1,300 to 2,300 square feet. Several are fire-damaged. All are in poor condition. Some have been converted from single-family/duplex into multiple units. Reconversion to single-family use is desired. The garage at 850 is considered historic. All other garages may be replaced or other provision for off-street parking may be proposed. Lot sizes range from about 6,700 to 10,000 square feet.

No proposals involving Priority Site "A", Element 1 will be considered unless they address, at a minimum, all the properties in Element 1.

► *Priority Site "A", Element 2:*

This property contains (2) two-story structures connected by a canopy on the Sixth Avenue side. One structure is approximately 4,600 square feet; the other is approximately 1,200. They are configured as 10 total residential apartment units, separately metered for gas and electric. The larger structure is fire damaged. The property also contains an approximately 200 square foot auxiliary/laundry structure. There appears to be a former swimming pool on site that has been covered-over/filled-in. Lot size is approximately 75' x 135'. This property may be proposed for rehabilitation including reconfiguration and reuse compatible with zoning and with the single-family uses nearby. It may also be proposed for replacement with other appropriate use, especially a use compatible with ownership housing as part of a comprehensive design for Priority Site "A". If rental housing is proposed, property management and operations should be addressed in the proposal.

► *Priority Site "A", Element 3:*

This is a 75' x 135' vacant lot. This property may be suitable for new construction or incorporation as open space or parking, as part of a comprehensive design involving other Elements or all of Priority Site "A". It is unlikely that a proposal addressing only this element would be feasible given the physical condition of the adjacent properties.

Priority Site "B" (814 N. 5th Avenue):

This property is a candidate for historic rehabilitation for owner-occupied housing, for live/work use, or for other compatible uses that enhance the revitalization of the neighborhood. The dwelling was built as a single-family residence in about 1912, has been altered extensively, and is in poor condition. The house originally featured a full width (28'x7') open front porch typical of early 20th century bungalows. There was also a rear wood-frame porch of similar dimensions. The rear porch was probably screened as a sleeping and/or utility porch. It appears the house was converted to a duplex in 1935. This included enclosure of the front porch, enclosure of the rear porch and two additions to the back of the house. The interior plan has also been altered. The original dwelling was a single-story structure containing approximately 1156 square feet. Each porch, front and rear, added approximately 200 square feet.

By 1946 the duplex had been divided again to create four apartments. The attic space may have been converted to a fifth apartment unit by 1949 with an outside stairway/landing at the rear. In

1952 a new gabled dormer, door and stairway was added to the south side of the house. This stairway probably replaced the rear stairs and allowed division of the attic space into two separate apartments.

The initial conversion to a duplex appears to have been done with quality work. However, the later conversion of the attic space was not done with the same quality of design or workmanship. The attic units do not meet building code requirements.

The exterior masonry walls exhibit no significant signs of settling or structural cracking. Extensive repointing of the masonry joints will be required to rehabilitate the structure and forestall future deterioration. Extensive roofing, window, and mechanical systems work will also be required. Conversion back to single-family use may also require infilling of non-original door openings in the masonry.

Conversion to a single-family residence that included re-creation of an open front porch, elimination of the attic space and reconfiguration of the rear additions would result in a usable floor area of approximately 1600 square feet. The lot area is 7000 square feet. It appears that with a 45 foot deep rear yard parking could be provided with access from the alley. Elimination of the entry stoops along the south side of the building could also allow access via a driveway from 5th Avenue.

Site Control:

Priority Site "A":

All the properties in Priority Site "A" are owned by one owner as of the date of issuance of this RFP. While no representations are made by the City as to the condition of title, the owner has stated that they have fee title with no encumbrances. It is expected that the owner will wish to dispose of the properties and may wish to participate in the RFP.

Priority Site "B" (814 N. 5th Avenue):

The City of Phoenix is in negotiations to purchase this property as of the date of issuance of this RFP.

V. SCOPE OF SERVICES

NSD seeks a qualified, experienced developer to address the development priorities identified in the Program Description, including assemblage, pre-development, development, marketing, sales, etc. The following section provides an overview of the services a developer needs to provide in response to this RFP, including, but not limited to:

- Provide for the comprehensive rehabilitation of historic buildings that maintains the historic integrity of the buildings including design review and approval of all exterior modifications by the City of Phoenix Historic Preservation Office.
- New construction opportunities should provide for design, development and construction compatible with historic standards and surrounding development, and with the approval of neighborhood stakeholders.

- Achieve standards for interior design, amenities, and finishes that match the market expectations for the proposed project(s).
- Rental projects should provide for active property management services to ensure stable, well-maintained rental properties.
- Provide for adequate off-street parking; determine alley- or driveway-loading; ensure proposed parking complies with zoning and other applicable requirements.
- All projects are to be reviewed with, and comments obtained from neighborhood groups regarding the development, marketing plan, design components, etc.
- Complete construction activities within an 18-month time frame, or longer negotiated period for multi-phase projects.
- Minimize traffic impacts on the adjoining residential neighborhood.
- Provide for security during construction stages.
- Incorporate safe work practices with respect to lead-based paint hazards. If HUD funding is involved, be responsible for complying with lead-hazard regulations effective September 15, 2000.
- Depending on federal funding assistance requested, Davis-Bacon wage standards may apply.
- Proposer is responsible for becoming familiar with all on- and off-site conditions pertaining to the proposed development site and ensuring that the site is suitable for the proposed project. The proposer is also responsible for all coordination and costs associated with preparing the site for the proposed project and all improvements thereon.
- All costs of development are the responsibility of the proposer, including all on- and off-site infrastructure.

VI. FUNDING AND OTHER RESOURCES

NSD is seeking developers with the financial capacity to successfully complete their project without City financial participation. However, NSD has specific goals and gap funding to support projects involving the Priority Sites. It is anticipated that there will be no direct funding for other projects. Technical or other non-financial assistance may be available to all projects in the Roosevelt RFP area.

Priority Sites: Developers should propose a project that meets the intent and scope of this RFP, provides for a reasonable return on investment and justifies any assistance requested. NSD expects that assistance needs would vary from project to project. NSD financial assistance is contemplated on the Priority Sites due to current market conditions, the overall poor physical condition of the Priority Site properties, specific exterior rehabilitation treatments to meet historic preservation standards, and the City's desire to make Priority Site projects contribute to

the overall revitalization of the Roosevelt neighborhood. Proposers should specifically identify gap assistance needs in their proposal. (see Section VII, C, 6)

City assistance may be proposed in a variety of forms, including, but not limited to:

- Land assemblage assistance (City acquisition to complete assemblage)
- Land cost write down for City-acquired and/or privately acquired land
- Title clearances
- Matching funds for the cost of exterior rehabilitation in accordance with historic preservation standards
- Asbestos testing/demolition of non-historic, blighting structures
- Off-site improvements such as sidewalks, landscaping, bus stops and pull outs.
- Infrastructure costs such as sewer and water lines, public streets
- Waiving of City liens

Assemblage: The City is seeking a developer to assemble most or all of the land for their proposed project. Proposers may request City assistance with acquisition to complete assemblage, which could include the use of eminent domain. Use of eminent domain is a last resort tool for site assemblage and used at the City's discretion. It may be requested in the proposal and if approved by the City Council, included in the development agreement. For a description of the process to acquire land through eminent domain, see **Attachment 4**. If the use of eminent domain is contemplated, reflect the time frames in Attachment 4 in the proposed project schedule. Legal and processing costs associated with the use of condemnation will need to be added to the total project costs. In addition, the City must comply with The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 when acquiring land and pay all applicable relocation benefits. Costs associated with relocation will also need to be added to the total project cost.

Sources of Assistance: The City has a variety of possible sources or means of providing financial assistance to selected projects, some of which have restrictions on uses. Proposers are not expected to understand and anticipate those restrictions or to match sources of public funds to project needs. City staff will assist the selected project by matching sources of funds to identified project needs. City assistance should not over-subsidize the project and should not exceed the developer's equity. The City may also request, through negotiations, to structure its participation over time or to share in profits should sales exceed expectations or to reflect its exposure to risk.

Historic Preservation Office: Staff of the Historic Preservation Office will also work with developers that are selected through this RFP to provide information and technical assistance to help meet historic preservation funding and ordinance requirements. Proposers are encouraged to visit www.ci.phoenix.az.us/NBHDPGMS/histpres.html for more information on historic preservation resources and requirements. (See also **Attachment 5**) Proposers may contact the Historic Preservation Office at 261-8699 or e-mail Kevin Weight (kevin.weight@phoenix.gov) or Bill Jacobson (bill.jacobson@phoenix.gov).

VII. SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA

The instructions below provide guidance on what the proposal should contain and how it should be organized. The purpose of this information is to establish the requirements, order and format of responses to ensure that they are complete, include all essential information, and can be fairly evaluated. Use continuous page numbering of every page, including any attachments. A checklist is provided to assist in preparing a completed proposal. (see **Attachment 6**).

A. Cover Letter

Cover letter should acknowledge that proposer has read the RFP, can comply with conditions and instructions for the RFP, is authorized to submit a proposal (if submitting on behalf of a development team, corporation, etc.), and is prepared to proceed with meeting the obligations of developing their proposed project. (Be sure to provide a return address and fax number to receive any addenda to this RFP that may be issued.)

B. Development Concept

This should be a concise narrative statement (not exceeding two pages) specifically describing: the proposed site(s); the activity (rehabilitation, new construction, etc.); the number of units and occupancy/use or proposed reuse; how design compatibility with historic/neighborhood context will be achieved; and proposer's work with neighborhood groups.

C. Project Description and Plan

1. Site: Submit specific addresses if known. Identify if the proposed location includes Priority Site "A" or "B" from this RFP, and specify which *Element*. Identify boundaries if specific addresses are not known. Include a map and characterize the site (to the extent known) in terms of parcels, ownership and/or site control, improvements and occupancy, zoning, natural amenities, environmental concerns, etc.
2. Design, Development Method, and Construction: Submit design information and exhibits suitable for public presentation and study. For rehabilitation projects, a detailed narrative description of proposed work is required, including interior finishes and exterior treatments. Proposals for rehabilitation projects involving historic properties must demonstrate conformance with General (historic) Design Guidelines (**Attachment 7**), also found at www.ci.phoenix.az.us/HISTORIC/histguid.html), and must describe planned additions, alterations and new structures or structures being removed. Preliminary elevations, site plans, floor plans, or renderings are desirable, but not required for rehabilitation projects.

Proposals for new construction should also provide design information suitable for presentation and study, including drawings. These should include, at a minimum: site plan, exterior elevations, floor plans. Include a breakdown of the number of units by type and unit square footage, and indicate construction applications and materials to be used.

Proposals for either activity should describe or show fences, walls, or other major site or landscape improvements. Describe or show how parking, driveways, alley, sidewalks, curb cuts, and other infrastructure will be addressed.

3. Development Budget: Submit a detailed breakdown of project costs, financing, and revenue, including, but not limited to, the categories listed below. For rehabilitation projects involving single-family/duplex structures, unit costs may be expressed on a per house basis. Break out hard construction costs by trade, and provide a description of work to be performed. Show associated selling prices/appraised values for completed for-sale units. Estimated final values may be used if the basis for establishing value is clearly explained. If proposing a residential rental project, a five-year cash flow analysis is required.
 - Site development (per unit), i.e. acquisition, off-site infrastructure, utilities
 - Site prep
 - Design and other planning costs
 - Hard construction
 - Construction management
 - Permits/fees
 - Taxes, insurance
 - Overhead
 - Profit/management fee
 - Marketing cost
 - Operating reserves
 - Financing cost
 - Any other cost of completing the project
 - All anticipated revenue, detailed by source
4. Project Financing: Provide evidence of the financial commitments from investors and lending institutions and a description of the financing proposed (terms and conditions) for the project including acquisition, construction and permanent financing. Provide information on equity investments and investors.
5. Project Schedule: Provide a detailed project schedule. Specific benchmarks should include, but are not limited to, the following milestones:
 - Securing financing
 - Acquisition, as needed
 - Design
 - Design review and approval by City of Phoenix Historic Preservation Office
 - Neighborhood meetings
 - Plan review/permitting
 - Construction, including start of site work, unit construction and total build out time
 - Marketing
 - Sales
 - Occupancy
6. City Assistance: All proposers must include here a detailed description of any actions or commitments to be requested of the City to accomplish the project. Whether the requested assistance be financial, technical, or in any other form, the intended purpose and estimated cost to the City must be clearly stated in the proposal.

7. Marketing: Name the parties to be responsible for providing real estate, marketing, or property management services. Describe the target market including buyer profile. Outline proposed marketing efforts. Describe how the proposer will ensure compliance with Fair Housing/Equal Opportunity laws.
8. Rental housing: If rental units are proposed, submit leasing criteria, community rules, maintenance schedule, management plan and indicate willingness to become Crime Free certified under the City of Phoenix Police Department Crime Free Multihousing Program, and to attend the City's Landlord/Tenant seminar.
9. Community Support: Demonstrate experience and knowledge of the Roosevelt neighborhood and/or working with diverse neighborhood groups.
10. Additional information: Proposer should include information that is considered relevant in establishing the special merit of a particular submittal, i.e. historic preservation features, specific benefits to the neighborhood, etc.. Established and ongoing relationships with neighborhood organizations, when accompanied by capacity and successful track record, are considered in the evaluation of proposals.

D. Proposer Identification, Capacity and Track Record

1. Provide name(s), title(s), address(es), telephone and fax number(s) of proposer or all proposer team entities. Indicate what specific roles each entity plays on the proposer team (developer, financing, architectural/engineering, general contractor, project manager, real estate marketing agent). Indicate the legal structure of the proposer team and each entity (i.e. LLC, corporation, etc.). Provide a narrative description of previous collaboration among some or all members of a proposer team.
2. Provide evidence that the proposer/team can successfully develop the proposed project. Provide resumés for each lead staff responsible for each role listed above and any consultants associated with the project. Résumé should highlight the individual's experience in the same capacity as they would serve on the proposed project. Specifically state what experience individual team members have with rehabilitation of historic properties. Specifically state what experience individual team members have with remediation of lead-based paint hazards.
3. Identify one individual who will direct and coordinate the development effort and who will serve as a single point of contact for the proposer/team. State the time commitment key staff will make to the project if selected.
4. Provide descriptions of successful projects completed by the proposer/team that are similar to the proposed project. Specifically cite any experience with rehabilitation of historic properties. Provide three references the City may contact for evidence of the development capacity, financial capacity, and experience of the proposer/proposer team.

E. Proposer Financial Information

Provide information regarding the financial capability of the developer, commercial business, or non-profit organization to successfully undertake the proposed development. Such information must include:

1. Audited financial statements of the proposer (personal and/or business as appropriate), all subsidiary units, and parent organizations for the last three years. Assets shall be stated at book value, or if stated at market value, shall be supported by recent appraisals to the financial statements.
2. Annual reports, financial rating periods, and other supportive information indicating the financial condition of the proposer, all subsidiary units and the parent organization.
3. Listing of banks, financial and lending institutions, and individuals who have provided financing to the proposer or who have participated financially in any of the proposer's major projects during the last five years. Provide contact name(s) and telephone number(s).
4. Properly certified statements by the appropriate officer or other individual attesting to the accuracy of and credibility of all financial information submitted.

F. Responsiveness and Completeness

All submittals should conform to the preceding structure, format and requirements. Proposals should be responsive to the request, timely in submittal, and complete with regard to content. Proposals should use continuous page numbering of every page, including attachments.

G. Disadvantaged and/or Minority and Woman-owned Business

Use of disadvantaged and/or minority and woman-owned businesses, and employment of neighborhood residents (see Section XIII. Affirmative Action Requirements and Section XV Disadvantaged and/or Minority and Woman-owned Business)

VIII. EVALUATION CRITERIA

After the initial due date for first review of proposals, City staff will conduct an evaluation based upon the criteria contained herein. All proposers are subject to the general terms and conditions incorporated into the Request for Proposals. The following criteria are provided to give general guidance, but are not exclusive of other considerations that may be deemed appropriate by City staff:

1. Quality and impact of development. Consistency of the proposed development with the stated program description, scope of services, historic preservation standards, and design guidelines. The extent to which the proposal addresses Priority Sites "A" and/or "B" and contributes to ongoing revitalization efforts in the Roosevelt neighborhood.
2. Feasibility of the proposed development relative to the financial analysis, market conditions, and selected location/physical conditions.
3. Experience of the proposer in developing comparable projects in similar locations.
4. Financial capacity of the proposer to successfully complete the proposed development.
5. Completeness of the proposal and responsiveness to the stated Submittal Requirements.

6. The level of commitment requested of the City and financial risk associated with such involvement.

IX. DEVELOPER SELECTION PROCESS

After proposals are received, staff will conduct an evaluation based on the criteria contained herein. Staff may convene a panel of area stakeholders and experts to assist in the evaluation of the proposals. Proposers may be requested to attend a panel interview and/or provide additional information to the City regarding their proposal.

Following review of the proposals, the City may select one or more of the proposers to negotiate with for the development of project(s) prior to final selection. Each entity submitting a proposal will be notified in writing whether their submittal is to be considered for the final selection process.

Proposals received after the submission deadline may be considered only if none is received by the deadline and/or upon completion of initial selection process. Additionally, due to the magnitude and scope of the RFP, the City may elect to proceed with more than one project or stage different projects over a period of time. The City reserves the right to disqualify any proposer on the basis of any real or apparent conflict of interest that is disclosed in the proposal submitted or in any data available to the City, at the sole discretion of the City.

The City reserves the right to reject, for any reason whatsoever, any or all proposals. This document does not commit the City of Phoenix to award a contract, to pay any costs incurred in the preparation of a proposal, or during negotiations, nor to provide or contract for additional services or supplies. Negotiations may be terminated for failure to reach mutually acceptable terms.

X. PRE-SUBMISSION BRIEFING AND SITE VISIT

A non-mandatory pre-submission briefing is planned for 10:30 am Wednesday, September 26, 2001, in Conference Room 10E, tenth floor, Phoenix City Hall, 200 W. Washington St. City staff will be present to answer questions about the RFP.

City staff will conduct a non-mandatory site visit of Priority Sites "A" and "B" at 9:00 am Tuesday, October 2, 2001. Participants will meet at 814 North Fifth Avenue (between Roosevelt and McKinley streets).

XI. PROPOSAL SUBMISSION

A reproducible original and ten (10) copies of the proposal shall be submitted not later than November 19, 2001.

Only proposals submitted by the deadline date and time will be considered in the first review. Proposals received after the aforementioned deadline may be considered only if none is received

by the submission deadline and/or upon completion of initial selection process. Proposals will not be accepted by facsimile transmission or E-mail.

Proposals are to be addressed to:

Kim Dorney Rodriguez, Deputy Director
City of Phoenix, Neighborhood Services Department
200 West Washington Street, 4th Floor
Phoenix, AZ 85003

Please direct questions to:

Joe Belval, (602)262-7846. E-mail: joe.belval@phoenix.gov
or Kate Krietor, (602)256-3302. E-mail: kate.krietor@phoenix.gov.

If this Request for Proposals is accessed through the Internet, please provide our office with your name, address and fax number to receive any addenda that may be issued.

XII. GENERAL TERMS AND CONDITIONS

A. General Notice

This Request for Proposals does not commit the City to enter into an agreement; to pay any cost incurred in the preparation of a proposal to this request or in subsequent exclusive negotiations, or to procure or contract for the project.

B. Modification or Withdrawal of Proposals

At any time prior to the specified time and date set for the proposal submissions, a proposer, or his designated representative, may withdraw a proposal. Any proposal modification must be in writing, executed by the authorized person, and submitted prior to the submission date.

C. Reservation of Rights by City of Phoenix

The issuance of the Request for Proposals and the acceptance of Proposals Statements do not constitute an agreement by the City that any contract will actually be entered into by the City of Phoenix. The City of Phoenix expressly reserves the right to:

1. Reject any or all Proposal Statements.
2. Reissue a Request for Proposals.
3. Extend the time frame for submission of the Proposal Statements by notification to all parties who have registered an interest in this RFP with the City of Phoenix.
4. Request more information from any or all applicants. The foregoing granting of exclusive negotiation rights does not commit the City to accept all of the terms of the proposal. Final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated by the City for failure to reach mutually acceptable terms.

D. Proposer Certification

By submission of this Proposal Statement, the proposer certifies that the proposer has not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract to any employee, official, or current contracting consultant of the City.

The proposer certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or proposer.

E. Proposals as Public Records

The confidentiality of the Proposals Statements will be maintained until the completion of first review by the City of all statements. Thereafter, each statement shall not be considered confidential and no information contained therein shall be treated by the City as either confidential, proprietary, or trade secret information. The contents of the statements shall be considered public records of the City.

F. Property Rights/Disclosure of Information

All materials submitted in response to this RFP shall become the property of the City upon delivery to the address set forth above. By submitting a proposal, the developer agrees that the contents of every other proposal is confidential and proprietary and waives any right to access to those proposals. The foregoing waiver shall not apply to the proposal selected hereunder, or to the proposal of any developer contesting, appealing, protesting or otherwise challenging an award or recommendation. Any developer submitting a proposal hereunder further acknowledges and agrees that the City is a public entity, which is required to abide by laws governing public records and shall not be liable for disclosures, required by law.

G. Contract Negotiation

The submission of a proposal in response to this RFP constitutes the agreement of the development team that any contract resulting from this RFP will be prepared by the City of Phoenix. The submission of a proposal shall further constitute the agreement of the developer that it will not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. Pursuant to the City Charter, the language of the contract to be executed will be drafted under the supervision of the City Attorney and shall be the controlling document. The City does not agree to accept all of the terms of the selected proposal.

H. Indemnification

By the submission of a proposal hereunder, the developer and each member of its development team agrees to hold the City's Mayor, Council members, officers, agents and employees free and harmless against any and all liability. This includes costs of claims, suits and counsel fees arising from, growing out of, or incidental to the actual or alleged use of any copyrighted composition, secret or proprietary process, patented or not patented invention, article or appliance.

I. Applicable Law

Any and all disputes arising under any contract to be negotiated hereunder or out of the proposals herein called for, shall be governed according to the laws of the State of Arizona. The developer shall agree that the venue for any such action brought to enforce provisions of the contract shall be in the State of Arizona.

J. Organization Employment Disclaimer

Any contract entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize an agreement or relationship, partnership or formal business organization of any kind between the City and the developer as contractor. The rights and obligations of the parties shall only be those expressly set forth therein. The selected developer will be required to agree that as part of any contract entered into as the result hereof, that no person supplied by it in the performance of the contract is an employee of the City. Further, the developer agrees that no rights of the City's Civil Service, Retirement or Personnel rules accrue to any such persons. Any contracting party shall have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, and workman's compensation. This requirement includes responsibility for occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such party in the performance of the contract, and shall save and hold the City harmless with respect thereto.

K. Immigration and Naturalization

All proposers shall be required to be in compliance with the Naturalization Reform Act of 1986 and all rules and regulations promulgated thereunder.

L. Right to Disqualify

The City reserves the right to disqualify any proposer on the basis of any real or apparent conflict of interest that is disclosed by the statement submitted or any other data available to the City. This disqualification is at the sole discretion of the City. By submission of a statement hereunder, the proposer waives any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City, or any court, as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City.

M. Proposer Incurred Costs

Each proposer will be responsible for all costs incurred in or preparing for a response to this Request for proposals. All materials and documents submitted by the proposer in response to this Request for Proposals will become the property of the City and will not be returned. The selected developer will be responsible for all costs incurred by it during negotiations.

N. Appeals

If a respondent believes that the evaluation panel has erred in its recommendation, the respondent may submit written information to the Neighborhood Services Director that may assist the Director in making a recommendation. The information must be submitted at least fifteen (15) days prior to the Director presenting a recommendation to the City

Council. The Director may distribute the information to all competing respondents in order to obtain comments and may meet with respondent(s) at his/her discretion. The Director has sole discretion to render a decision or refer the appeal to an independent Hearing Officer.

O. Contact with City Council

Except as/if provided elsewhere in this RFP, all proposers shall refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads and the Roosevelt NIA Steering Committee. This is intended to create a level playing field for all potential proposers, assure that decisions are made in public and to protect the integrity of the solicitation process.

This section is not meant to preclude proposers from discussing their submittal with one or more members of the Phoenix City Council, provided such meetings are scheduled through the Phoenix City Clerk's office, conducted in person at 200 West Washington, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a meeting, are permitted, and copies of contacts made via letter, FAX, E-mail or other written method shall be made available to the public, press and all proposers.

XIII. AFFIRMATIVE ACTION REQUIREMENTS

- A. All firms, suppliers, lessees, contractors, and subcontractors who wish to be considered responsive to a request from the City of Phoenix shall be registered with the City's Equal Opportunity Department. **Attachment 8** provides the necessary application and reporting forms to document compliance with this requirement. Proposers to this RFP must be registered prior to negotiations by submitting the following reports on the report form which has been prescribed and supplied by the City's Equal Opportunity Department:
 - 1. Employers with less than fifteen (15) employees shall comply with Chapter 18, Articles IV or V, by submitting ONLY the "Part D: Employer of Fewer than 15 Employees" portion of the prescribed forms.
 - 2. Employers with fifteen (15) or more employees shall comply with Chapter 18, Articles IV or V, by submitting "Part A: Employer Information Report," "Part B: Employer Equal Opportunity Workforce Profile," and "Part C: Affirmative Action Plan." If the firm has an Affirmative Action Plan in writing, then a copy of that plan should be submitted. If not, a plan should be written on company letterhead utilizing the outline contained in Part C.
- B. All documents required under Chapter 18, Article IV or V of the Phoenix City Code (the "Articles") must be submitted prior to bid opening, response submission, request for quotation response, or the date set forth as part of any other request/response initiated by the City. Submittal should be to the City of Phoenix Equal Opportunity Department unless

provisions elsewhere in this document allow them to be submitted as part of the formal response/bid.

- C. The City reserves the right to verify the accuracy of forms submitted with any procurement package pursuant to Chapter 18, Article IV or V.
- D. The City will evaluate and make a determination whether the firm is responsive and responsible under the Articles, and therein eligible for City Business.
- E. Firms who contract with the City, or become part of a Qualified Vendor List through a RFP or RFQ process must maintain their eligibility under the Articles for the term of the contract or list.

To maintain on-going eligibility for City Business, firms with (15) or more employees are required under Chapter 18, Article V, Section 18-22(b) to resubmit the prescribed City forms, as noted in Section A (2) of this clause, not later than twelve (12) months subsequent to the firm's filing date of record.

To maintain on-going eligibility for City Business, firms with less than fifteen (15) employees are required under Chapter 18, Article V, Section 18-22(a) to submit Part D of the City prescribed form not later than twenty-four (24) months subsequent to the firm's filing date of record.

- F. Failure to meet Affirmative Action requirements:
 - 1. Failure to comply with or meet the requirements set forth in this clause shall be cause for considering a bid or other response as non-conforming in a material respect with these articles. Such non-conformance shall cause the bid or other response to be non-responsive or non-responsible and not eligible for consideration.
 - 2. Failure to maintain eligibility during the full term of a contract with the City shall authorize the cancellation, termination, and/or suspension of the contract.
- G. Contractors, suppliers, and lessees are further required to make good faith efforts to carry out the commitment reflected in the affirmative action plan. Contractors, suppliers, and lessees who encounter difficulty achieving the results projected in their affirmative action plan may receive technical assistance from the Equal Opportunity Department upon request.
- H. The Equal Opportunity Department has the authority to enforce Chapter 18, Article IV and V, and shall monitor the employment policies and practices of contractors, suppliers, and lessees as deemed necessary. The Equal Opportunity Department is authorized to conduct on-site compliance reviews of selected forms. This review may include, but is not limited to, an audit of personnel and payroll records. Submittal of a response to this Request is an implied agreement to this review by the Equal Opportunity Department.

XIV. EQUAL EMPLOYMENT OPPORTUNITY

The following provision shall apply to this proposal and to any contract, construction contract or subcontract having a value of more than \$10,000.

- A. The proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, or national origin. The proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, handicap or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to position in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The proposer will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment, without regard to race, color, religion, sex, disability, or national origin.
- C. The proposer will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, as amended, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The proposer will comply with all provisions of the Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor.
- E. The proposer will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of proposer's noncompliance with the nondiscrimination clauses of this document or with any of such rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the proposer may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The proposer will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be

binding upon each subcontractor or vendor. The proposer will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions for noncompliance provided that in the event the proposer becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- H. The proposer agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
- I. The proposer further agrees that it will refrain from entering into any contractor or contract modifications subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violations of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order.
- J. In addition, the proposer agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions. Cancel, terminate, or suspend in whole or in part the contract; refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.
- K. Proposer shall comply with the provisions of 41 CFR Part 60-4.3 relating to Construction Contracts - Affirmative Action Requirements, in all solicitations and contracts for constructions.

XV. DISADVANTAGED AND/OR MINORITY AND WOMAN-OWNED BUSINESS

The City of Phoenix extends to each individual, firm, vendor, supplier, contractor, and subcontractor equal economic opportunity to compete for City business and strongly encourages voluntary use of Disadvantaged and/or Minority and Woman-Owned Business Enterprises (D/M/WBEs), to reflect both the industry and community ethnic composition.

The use of such businesses is encouraged whenever practical. The City of Phoenix publishes a directory of certified minority and woman-owned businesses through the Equal Opportunity Department. Individuals, firms, vendors, suppliers, contractors, and subcontractors are encouraged to contact the Equal Opportunity Department at (602) 262-6790 for assistance in identifying minority and woman-owned firms (see **Attachment 9** for "D/M/WBE Reporting Form, Schedule of Planned Utilization.").

ATTACHMENT 1

RFP Area Boundary

Roosevelt Redevelopment Request for Proposals (RFP)



Legend	
	Roosevelt Historic District
	RFP Area Boundary
	Priority Site "A"
	Priority Site "B"

September 4, 2001

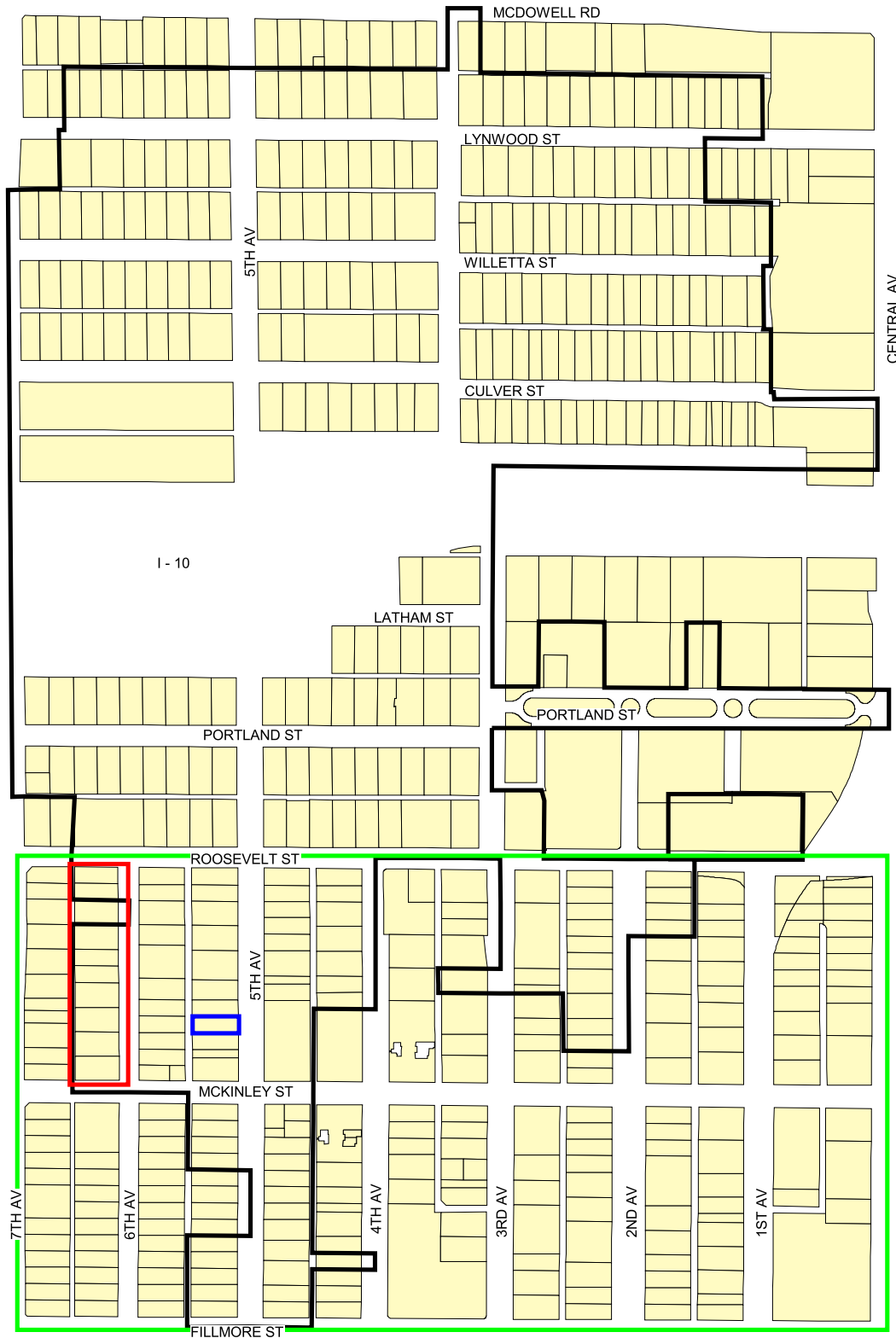
* Aerial Taken: 2000

0 200 400 600 800 Feet

NEIGHBORHOOD SERVICES
DEPARTMENT



Roosevelt Redevelopment Request for Proposals (RFP)



Legend	
	Roosevelt Historic District
	RFP Area Boundary
	Priority Site "A"
	Priority Site "B"

September 4, 2001

0 200 400 600 800 Feet

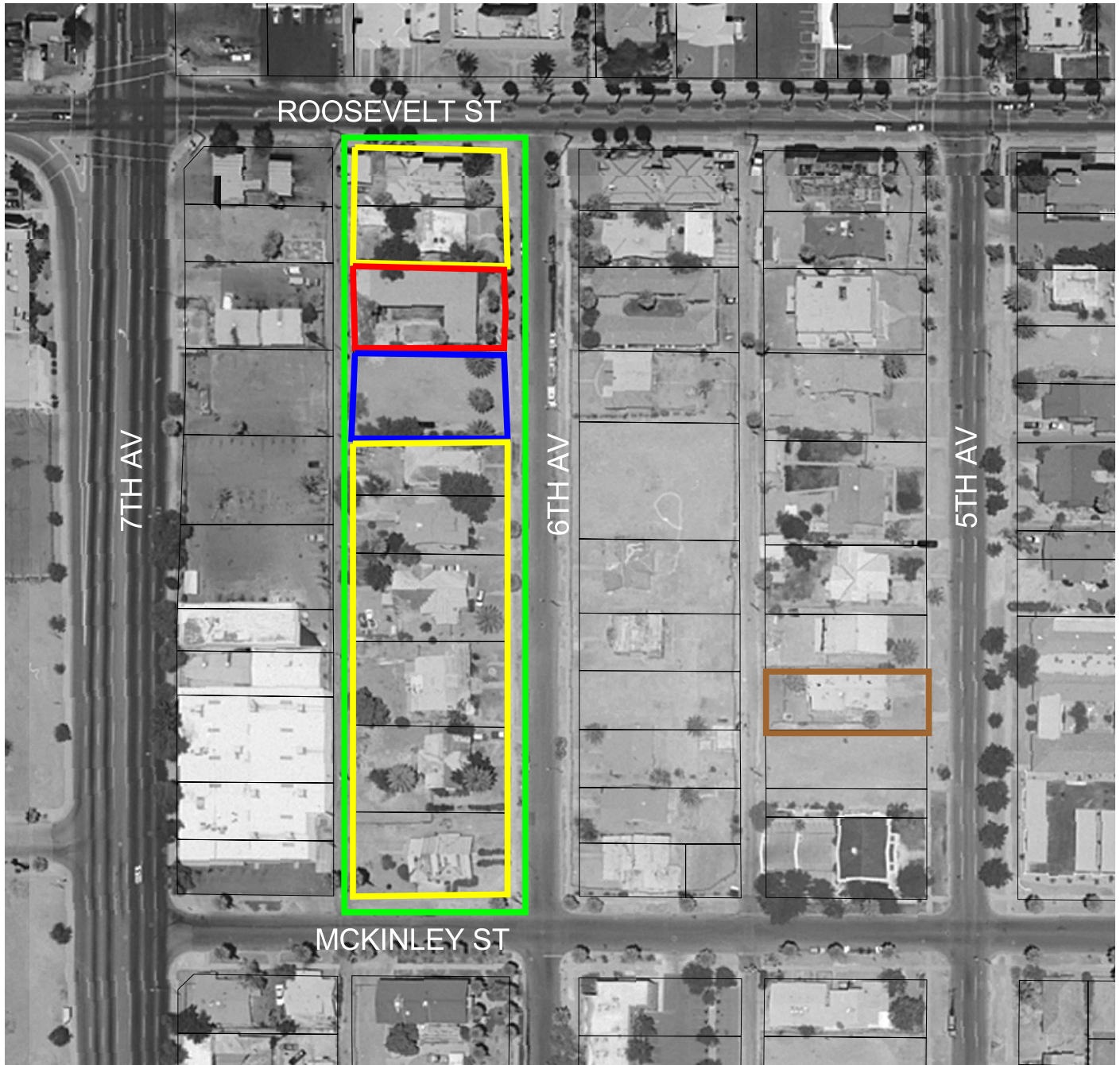
NEIGHBORHOOD SERVICES
DEPARTMENT



ATTACHMENT 2

Priority Sites

Roosevelt Redevelopment RFP Priority Sites



Legend	
	Priority Site "A"
	Element 1
	Element 2
	Element 3
	Priority Site "B"

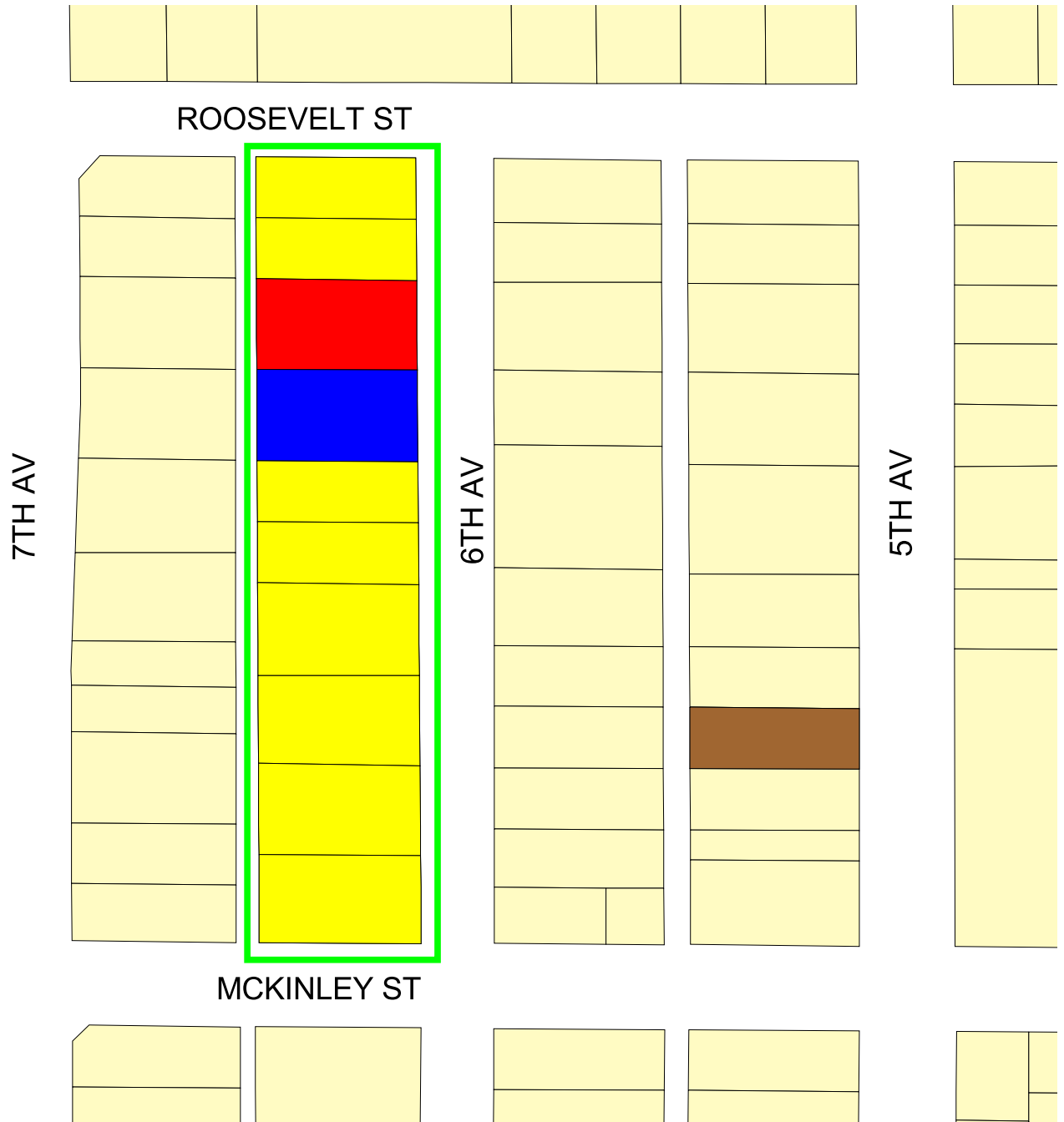
September 4, 2001
*Aerial Taken: 2000






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NEIGHBORHOOD SERVICES
DEPARTMENT



Roosevelt Redevelopment RFP Priority Sites



Legend	
	Priority Site "A"
	Element 1
	Element 2
	Element 3
	Priority Site "B"

September 4, 2001

0 200 400 600 800 Feet

NEIGHBORHOOD SERVICES
DEPARTMENT



ATTACHMENT 3

Priority Site "A", Element 1



ROOSEVELT/DOWNTOWN Request For Proposals

Priority Site “A”, Element 1 is comprised of the eight properties pictured here

802-850 N. 6th Ave.

Phoenix, Az

Historic Rehabilitation

802 N. 6th Ave.

Significance

This brick Bungalow is one of the finest examples of Craftsman architecture in the Roosevelt Historic District. Built in 1919 as a duplex, its architectural detailing, nearly unaltered condition and age contribute to the character and context of the historic district.

Condition

Any structure requires regularly scheduled maintenance in order to extend the life of its materials, detailing and assembly. Most of the existing condition deficiencies pertaining to the exterior envelope are a direct result of deferred maintenance. Varying degrees of deterioration are present in four major components of the exterior envelope including roofs, walls, openings and foundations.

The order of priority for addressing the identified deficiencies can be categorized as follows:

- a) life safety and major structural
- b) neighborhood preservation violations
- c) historic preservation stabilization
- d) rehabilitation



810 N. 6th Ave.

Significance

This brick Bungalow is one of the oldest houses in the Roosevelt Historic District. It was constructed in 1910 as a single family dwelling whose style, massing, architectural elements and age contribute to the character and context of the historic district.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof, wall finishes, exposed concrete and exterior woodwork. The condition of doors and windows are unknown.

Integrity

Alterations such as the installation of a second front door and a rear addition have been made.



816 N. 6th Ave.

Significance

This 1912 Bungalow features an unusual corner turret and Period Revival details. It is significant as a result of its age and is the only Period Revival Bungalow in this area of the Roosevelt Historic District.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof, wall finishes, exposed concrete and exterior woodwork. The condition of doors and windows are unknown.

Integrity

Due to alterations such as the infill of the porch and wrought iron grillwork at the porch entrance, the visual integrity of the structure has been compromised.



822 N. 6th Ave.

Significance

The Bungalow located at 822 N. 6th Avenue is noteworthy as one of the earliest and most intact houses along 6th Avenue. Built in 1912 as a single family dwelling, its architectural detailing, nearly unaltered condition and age contribute to the character and context of the Roosevelt Historic District.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof, wall finishes, exposed concrete and exterior woodwork. The condition of doors and windows are unknown and structural stabilization of the porch beam is required.

Integrity

The structure is virtually unaltered and maintains a high degree of its original character



826 N. 6th Ave.

Significance

This one-and-one-half story stucco bungalow built in 1913, is compatible with the character and context of the historic district and contributes to the scale, setback and massing of other dwellings, which form the streetscape.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof, exposed concrete and exterior woodwork. The condition of doors and windows are unknown.

Integrity

The alterations to the structure includes the addition of the front entrance canopy, the infilled porch and exterior finishes.



830-32 N. 6th Ave.

Significance

This modest painted brick structure was built in 1946 as a multiple family dwelling, contributes to the scale and character of the Roosevelt historic District.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof finishes and exterior woodwork. The condition of doors and windows are unknown..

Integrity

The structure is virtually unaltered and maintains a high degree of its original character.

Eligibility

This property is classified as a *non-contributor* and as such, is not eligible for HP funds.



846 N. 6th Ave.

Significance

This brick Bungalow, built in 1920 as a single family dwelling contributes to the character and context of the Roosevelt Historic District through its architectural detailing, age, scale and massing.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof, exposed concrete and exterior woodwork. The condition of doors and windows are unknown and portions of the roof have been damaged by fire.

Integrity

The alterations to the structure includes an infilled porch and the application of exterior finishes which are not compatible with the period.



850 N. 6th Ave.

Significance

This rectangular brick Bungalow was built in 1922 as a duplex and contributes to the overall character of the historic district.

Condition

The present condition of the structure is representative of its age and lack of regular maintenance and is evident in those elements most susceptible to deterioration such as the roof, exposed concrete and masonry. The condition of doors and windows are unknown.



Integrity

The structure is virtually unaltered and maintains a high degree of its original character.



ATTACHMENT 4

Eminent Domain Process

CITY OF PHOENIX
PROPERTY ACQUISITION PROCESS

Activity	Estimated Timelines
<ul style="list-style-type: none">• Request authorization from City Council to purchase property	21 days
<ul style="list-style-type: none">• Request independent highest and best user appraisal of property	45-60 days
<ul style="list-style-type: none">• Request title report	30 days
<ul style="list-style-type: none">• Request environmental (historical and archaeological) clearance(s), if required by the funding source	60-90 days
Request Phase 1 Environmental Assessment. Request asbestos survey, if applicable.	
<ul style="list-style-type: none">• Submit offer letter to property owner for appraised value listing conditions of offer (i.e., Council authorization; free and clear title; property free of environmental hazards, etc.).	45 days for acceptance or rejection
Rejection of offer may initiate eminent domain proceedings (condemnation process).	45-180+ days
<ul style="list-style-type: none">• Open and close escrow.	30-60 days
<ul style="list-style-type: none">• Relocation of property occupants; payment and assistance provided based on the Uniform Relocation Act	90+ days

ATTACHMENT 5

Historic Preservation Resources & Requirements



**City of Phoenix
Historic Preservation Office**

Fact Sheet: Historic Preservation Ordinance

The Historic Preservation Ordinance establishes the following:

Overlay Zoning

Application for HP Overlay Zoning may be made by the property owner, the Phoenix Planning Commission, the City Council, or the Historic Preservation Commission. The Ordinance provides for the identification and protection of properties, archaeological resources, and districts of historic significance. The Ordinance establishes guidelines to preserve the historic character of designated historic districts, including buildings, sites, structures, objects and their architectural style, scale, general design, arrangement, texture, and materials in relationship to other buildings. This Ordinance requires that special permission be obtained for any development or demolition affecting the HP-zoned sites, structures, and districts.

The Ordinance evaluation criteria have been developed to provide for careful, professional review of proposed district boundaries to ensure the integrity of the district. Not all properties within a proposed historic district will be historically significant. However, regulation of both historic and non-historic properties is necessary to maintain the integrity of the district. The Ordinance includes provisions for due process and public hearings on affected properties. HP Overlay Zoning does not change uses permitted by existing zoning.

Phoenix Historic Property Register

All properties and districts that have been zoned "Historic Preservation (HP)" are listed on the Phoenix Historic Property Register. The Register is maintained by the Historic Preservation Office.

Review Procedure

When a building permit or other permit is requested for a property that is zoned HP or is within an HP-zoned district, the City Preservation Office staff must review the proposed project to ensure that the proposed work will be appropriate or will have no effect on the historic characteristics of the property. A review process also is established for demolition permits. The Ordinance includes provisions for due process, public hearings, and appeal procedures.

Phoenix Historic Preservation Commission

The Ordinance establishes the Phoenix Historic Preservation Commission (HPC) to implement the responsibilities of the HP Ordinance. The HPC is charged with making recommendations to the City Council regarding preservation policies and to serve as an advocate for historic preservation in the City of Phoenix. Also, the HPC will review and recommend action on applications for HP Overlay Zoning and hear appeals of the decisions of the Historic Preservation Officer. The HPC is made up of nine members appointed by the Mayor and Council for three-year staggered terms. Members of the HPC are required to have special interest or experience in fields related to historic preservation.

Phoenix Historic Preservation Officer

The responsibilities of this full-time position include coordinating Phoenix preservation efforts; serving as staff to the HPC; keeping the Phoenix Historic Property Register; issuing Certificates of Appropriateness, No Effect, and Demolition Approval; providing public information and education; providing technical assistance; and promoting historic preservation.



HISTORIC PRESERVATION OVERLAY ZONING FREQUENTLY ASKED QUESTIONS

Q. How does Historic Preservation (HP) overlay zoning protect historic neighborhoods?

- A. Once a neighborhood is rezoned with a HP overlay, all demolitions occurring within its boundaries are reviewed. For properties that contribute to the significance of the historic district, demolition can be delayed for up to a year while the City Historic Preservation Office seeks alternatives to the demolition.

Changes to historic buildings also are reviewed to ensure that modifications are in keeping with the historic character.

Q. What kind of work is subject to the review process?

- A. Any exterior work that requires a building permit, such as remodeling, new construction, alterations, or relocation of a existing structure.

Q. Who does the reviewing?

- A. A Historic Preservation Planner will review the permit application. Depending on the nature of the work, the Historic Preservation Planner will either approve the application or refer it to the Historic Preservation Officer for a public hearing. If a public hearing is required, the Historic Preservation Planner will prepare a brief report with a recommendation on whether the permit should be approved, approved with stipulations, or denied. The Historic Preservation Officer will make a decision based on the staff report and comments received at the public hearing. A decision of the Historic Preservation Officer may be appealed to the Historic Preservation Commission. The Historic Preservation Commission is a nine-member panel appointed by the Mayor and City Council. Members are selected because of their special interest or experience in fields related to historic preservation. A decision of the Historic Preservation Commission may be appealed to the City Council.

Q. How will I know what type of work is acceptable or appropriate?

- A. The Historic Preservation Commission has developed guidelines for the review of exterior work that are similar to the *Secretary of the Interior's Standards for Rehabilitation*, criteria used nationally in the review of historic preservation projects. The Historic Preservation Office has also developed a publication, *Historic Homes of Phoenix: An Architectural & Preservation Guide*, which gives general guidelines for rehabilitation. The publication also provides information about the historic and architectural features of specific styles of architecture.

The Historic Preservation Office works individually with property owners as they plan rehabilitation projects to provide information and explanatory materials that will assist the owner in preserving the historic character of the district and their building.

Q. When the review is completed, what happens?

A. The property owner could be issued one of the following:

- A Certificate of No Effect, which means that the work can proceed and will have no impact on the historic character of the project. No public hearing is required for a Certificate of No Effect.
- A Certificate of Appropriateness, which indicates the work is in keeping with the historic character and may be carried out. All Certificates of Appropriateness require a public hearing, which is held within 14 days of filing the application.

Q. What if a Certificate is not issued?

A. If the Historic Preservation Officer finds that the work is not in keeping with the historic preservation guidelines, the application for a building permit can be denied. The decision of the Historic Preservation Officer may be appealed to the Historic Preservation Commission. The decision of the Historic Preservation Commission may be appealed to the City Council.

Q. How long does the review procedure take?

A. If a Certificate of No Effect can be granted for the project, the review may be completed in just a few minutes. If a Certificate of Appropriateness is required, the review typically takes two to three weeks. The public hearing will take place within 14 days of the date the application is filed. After the hearing, there is a mandatory five-day waiting period during which an appeal may be filed. If the Historic Preservation Officer approves the application and no appeal is filed, the Historic Preservation Planner will issue the Certificate of Appropriateness at the end of the five-day waiting period.

Q. Does HP overlay zoning provide any other benefits?

A. Owners of HP-zoned properties are eligible for various City programs developed to assist in local preservation efforts. These incentives vary from year to year. They include such things as community education workshops, technical and design assistance, and the historic district sign program. HP-zoned properties are also eligible for financial assistance from the Historic Preservation Bond Fund.

All properties zoned with a HP overlay are officially listed in the Phoenix Historic Property Register (PHPR). The Historic Preservation Office has prepared a brochure series that describes the historic districts and other significant buildings listed in the Phoenix Historic Property Register. These brochures are made available to district residents, as well as distributed citywide to increase public awareness and appreciation of these historic properties.

ATTACHMENT 6

Proposal Submittal Checklist

Request for Proposals
Roosevelt Historic District/Downtown Redevelopment Area
Submittal Checklist

- ☐ **Cover Letter**
- ☐ **Development Concept (narrative statement, 2 pages max.)**
 - ☐ *Specifically describe site(s), activity, #units, proposed use/occupancy, historic compatibility, work with neighborhood groups*
- ☐ **Project Description/Plan**
 - ☐ *Site*
 - ☐ *Design, Development Method, and Construction*
 - ☐ *Development Budget*
 - ☐ *Project Financing*
 - ☐ *Project Schedule*
 - ☐ *City Assistance Requested - SPECIFIC Purpose and Estimated Cost*
 - ☐ *Marketing*
 - ☐ *Rental Housing (leasing and management info, if project is rental)*
 - ☐ *Community Support*
 - ☐ *Additional Information*
- ☐ **Proposer Identification, Capacity and Track Record**
 - ☐ *Identify key individuals/entities involved and their roles*
 - ☐ *Resumés of key staff; Identify single point of contact*
 - ☐ *Specifically state experience with activity being proposed*
 - ☐ *Specifically state experience with historic rehab; lead-based paint*
 - ☐ *Provide 3 references for experience and development & financial capacity*
- ☐ **Proposer Financial Information**
- ☐ **Responsiveness and Completeness**
 - ☐ *Conformance to structure, format, and requirements described in RFP*
- ☐ **Disadvantaged and/or Minority and Woman-owned Business**

This checklist outlines and corresponds to the detailed requirements found at Section VII. "SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA".

ATTACHMENT 7

Historic Preservation General Design Guidelines



General Design Guidelines for Historic Properties

Introduction

These guidelines are intended to supplement the provisions of the Historic Preservation Ordinance in establishing the basis for determining the appropriateness of new additions and new construction attached or adjacent to properties listed on the Phoenix Historic Property Register.

Additional guidelines and specific advice regarding appropriateness and compatibility are provided in *"Historic Homes of Phoenix: An Architectural & Preservation Guide."* The Historic Preservation Office staff also is available for individual consultation. For more information, contact the Historic Preservation Office at (602) 261-8699.

Definitions

Additions:	Any new exterior construction attached to the original historic building or structure.
Adjacent Elevation:	The exterior walls of a new structure that will be located along the alignment of the primary historic building elevations, or generally parallel to any primary wall of the historic building within a distance of fifty (50) feet, and extend up to twice the height of the historic building.
Alignment:	The linear or parallel placement of structures and/or primary facades within a row of adjacent properties, or along a streetscape.
Alter:	A change to an existing building or structure that modifies its original appearance.
Architectural Feature:	Any distinct or outstanding part or characteristic of a building or structure.
Character-Defining:	A distinctive architectural feature or combination of features or qualities that distinguish a building from another.
Construction Technique:	The method used to assemble the parts of a building or structure.
Color:	The combination of chromatic hues, values of light and darkness, intensity and saturation that create, define, ornament, or enhance the visual appearance of an exterior facade.
Compatible:	In architecture, a material, element, quality or feature that is congruent or harmonious with existing historic materials, elements, qualities or features.
Cornice:	A horizontal element that crowns or completes a wall or defines the roof and wall.

Craftsmanship:	The combined effect of the quality of workmanship, skilled artistry or the conjunctive technique and appropriate installation and assembly of materials by which a building or structure is constructed or fabricated.
Design:	The arrangement of parts and details that are part of an overall plan that governs the form and function of a building.
Design Guidelines:	A set of guiding principles that give direction on how the parts and details of a building's scheme or plan should be assembled.
Elevation:	A scale drawing of a front, side or rear of a building.
Facade:	An exterior face or elevation of a building. A principle facade is sometimes distinguished from the other faces by the elaboration of architectural details.
Finishes:	The characteristics of texture, gloss, sheen, coloration or patina, that can articulate the character and appearance of an exposed material or surface.
Form:	The overall shape or outline of a building.
Height:	A measurement from ground level to the topmost point of a building or element.
Historic Building:	A building over fifty (50) years old which meets Historic Preservation Office standards for integrity and historical significance.
Historic Fabric:	Any original materials used in the construction of a historic building.
Hue:	A particular shade or tint of a given color.
Materials:	The physical substance that makes up the products used in the construction or ornamentation of the building.
Mass:	The three dimensional qualities of a building that creates its size and shape as seen from the outside.
Motif:	A principle repeated element in an ornamental design.
New Construction:	Any construction that is not an original part of the building or structure.
Neutral Materials:	Any building material that does not visually compete with either the historic material or the material used in new construction.
Openings:	A space which permits freedom of view or passage such as a door or window.
Orientation:	The placement of a building or structure on a site as it relates to the physical conditions of the site, such as its geography and manmade features, or a compass direction.
Ornamentation:	In architecture, every detail of shape, texture, and color that is deliberately exploited or added to attract an observer or define the characteristics of an architectural style.
Pattern:	An arrangement of form, the disposition of parts or elements.
Porte Cochere:	A roof projecting over a driveway supported by piers, columns, or arches.
Principle Facade:	The front face of a building usually containing its entrance.
Primary Elevation:	A scale drawing showing the exterior elements of the main front or facade of the building.
Projections:	An object or building form that juts out beyond a surface.

Proportions:	The comparative relation between parts or elements with respect to size, dimension, ratio and quantity.
Roof Form:	The shape, outline or configuration of the roof of a building.
Scale:	The proportional relationship of size and shape of buildings and elements to each other and their site. A scale drawing would be a proportional representation with a defined ratio between the actual building or element and the drawing.
Setback:	The required minimum distance between a building's facade and the related front, side or rear lot line.
Setting:	The physical surrounding environment in which a building is located.
Shape:	The physical form of a building.
Size:	The length, width and height of a building or building feature.
Solid to Void:	The relationship between openings (windows, doors, arches, spaces between walls, etc.) on the elevation of a building or buildings and the remaining wall surfaces.
Texture:	The surface quality of any material or building product as it affects the appearance or tactile characteristics of a surface of a building.

Rehabilitation

Historic Preservation has a philosophical basis or ethic that guides the work of the field. In accordance with historic preservation principles, a successful rehabilitation is one that retains as much of the original historic materials as possible. It also preserves those historic architectural features that are the character-defining elements of a particular historic style or method of construction. To retain historic fabric, it is preferable to repair rather than replace significant architectural elements and historic materials. Repair should be done with the least degree of intervention possible. When the level of deterioration precludes repair, replacement should be done with matching or compatible materials. The following guidelines should be utilized when planning or undertaking the rehabilitation of an existing historic building:

- Rehabilitation of an historic building should minimize alteration to the existing materials, architectural finishes, form, and ornamentation of the building.
- Distinctive architectural features, finishes, materials, construction techniques and examples of skilled craftsmanship should be retained and preserved.
- Deteriorated historic architectural features and exterior materials should be repaired rather than replaced. Where repair is infeasible, replacement features should match the original component in design, material, color and texture.
- Previous additions that are indicative of changes to a building over time should be evaluated for architectural significance and retained if they relate to the historic nature of the building or its design.

- Features that are to be reconstructed should be reproduced according to physical evidence, and/or archival documentation, such as historic photographs or written descriptions. Reconstruction based on details found on similar historic structures, without other supporting documentation, should not be undertaken.
- Abrasive cleaning methods, such as sandblasting, are to be avoided as it can damage historic materials. Cleaning of buildings should be performed using the gentlest effective means possible.

Additions

When it is necessary to alter or to expand an existing historic building, modifications should minimize the visual impact of the new construction on the historic building. The additions or alterations also should be compatible with the historic structure through similarities in size, shape, materials, building elements and detailing. Another historic preservation principle that guides changes made to historic buildings is that alterations or additions should be reflective of the time period in which they are built. Consequently, utilizing current construction methods and styling is encouraged and imitating or exactly copying the building of an earlier period is discouraged. In other words, new construction should not mimic the design of historic buildings. To expand or alter a historic building successfully, the new construction should follow the basic design vocabulary of the historic structure but be clearly distinguishable.

- Additions should be designed and located in a manner that results in new construction which is subordinate to the primary historic building. Additions or changes to the primary facades are discouraged. The location of the addition or alteration should conform with the setbacks, spacing, alignment and orientation of the historic building and/or historic buildings in its immediate vicinity.
- Additions should be similar in height and width to the historic building. Its form should correspond to the shape, ridgelines and cornice of the main roof. Doors and windows in the addition should be similar in shape and placement to the openings in the historic buildings. Together, the addition's shape, size and openings should create a directional emphasis (horizontal or vertical) that is similar to the historic building.
- Exterior materials should match or be compatible with the surface materials of the historic building. Compatibility is achieved by maintaining the spectrum of materials historically present, corresponding to the pattern of the unit size of the materials (i.e. bricks, blocks, siding, shingles) of the historic structure or continuing the visual and tactile texture exhibited by the historic materials.
- Projecting elements, such as dormers, porches or bays, should be similar in location, size, shape and type to those found on the historic buildings or in its vicinity in a historic district.

New Construction

New construction, located on vacant land within historic districts or adjacent to historic buildings, is encouraged when appropriately sited and designed. New construction should be clearly discernible as "new" and reflect the technology, building materials and design ideas of the present era. However, like additions to existing buildings, the design of new construction should be compatible and respectful of its historic setting. From the outset is recognized that new construction can occur that is similar in scale to the pattern of historic building or, in selected circumstances, new construction may involve development that is of substantially greater scale. Consequently, two types of guidelines have been prepared to assist in the planning of new construction relative to historic buildings and areas.

Similar Scale New Construction

- Within the historic residential areas, new construction should be similar in height, shape and materials to the historic structures in its vicinity. Where changes in size must occur, the visual impact of the new construction should be minimized by stepping back the new construction from the historic buildings.
- Building features, such as roof lines, window and door openings, porches, entrances, pergolas, porte cocheres or carports should resemble those related forms found on adjacent or surrounding historic structures.
- Exterior materials should match or be compatible with the surface materials of the historic building. Compatibility is achieved by maintaining the spectrum of materials historically present, corresponding to the pattern of the unit size of the materials (i.e. bricks, blocks, siding, shingles) of the historic structure or continuing the visual and tactile texture exhibited by the historic materials.
- Building detailing or ornamental trim should be made of matching or similar material but simplified in design so as to be distinguishable as a product of its own time.
- Primary new structures should correspond with the setbacks, spacing, alignment and orientation of adjacent primary buildings.
- Secondary new structures, such as garages and outbuildings, should be subordinate to the size and appearance of the primary historic building and located on the rear of lots.
- Mechanical, electrical, solar or other exterior equipment should be located in the least visible place possible. Depending upon the location of this modern equipment, screening or boxing is encouraged. If the equipment is roof-mounted, it should be on a rear roof slope, behind the roof's midpoint. Ground mounting is also acceptable.
- Handicap access should be located along side of the primary structure rather than directly extending from the structure's front entry.

- New construction should be located and designed to accommodate distinctive natural or man-made site features.

Substantially Greater Scale New Construction

Achieving compatibility between historic building and new construction of substantially greater scale is dependent upon sensitive site planning and compatibility of the elevations of the new construction immediately adjacent to the historic buildings. For the purposes of these guidelines, the "adjacent elevations" of new construction, which the issues of compatibility should address, is defined as the adjacent exterior walls and treatments that extend twice the height of the historic building.

- The historic building should be a key element of the overall site plan and incorporated in a manner that maintains its visual prominence.
- New construction should be sited in a manner that retains the traditional placement and orientation of the historic building.
- The entrance location and primary facade of the historic building should be retained.
- The proportions of the new construction should correspond to the width and depth of the historic building.
- The adjacent elevations of the new construction should be sheathed in an exterior material that matches or continues the proportional pattern of the unit size of the materials found on the historic building.
- The solid to void ratio of the historic building's openings and exterior walls should be repeated in the new construction.
- The size, shape and degree of articulation of the new construction's exterior walls should follow the pattern established by the historic building's construction.
- The pattern of architectural detailing of the historic building should be incorporated into the new construction in a simplified or abstracted form.
- The color of the exterior materials of the new construction should be the same or a complementary hue of the color of the historic building's exterior materials.
- Where the new construction abuts an existing historic building, a clear definition of the transition between the old and new should be established and maintained. The transitional element may be distinguished by its form or use of neutral materials that distinctly differentiates the new construction from the historic building.

ATTACHMENT 8

Equal Opportunity Department/Affirmative Action form



CITY OF PHOENIX
EQUAL OPPORTUNITY DEPARTMENT
COMMUNITY AND BUSINESS RELATIONS DIVISION

Suppliers, Contractors, and Lessees wishing to enter into a business relationship with the City of Phoenix, must comply with either Article IV or V of Chapter 18 of the City Code, as appropriate.

Compliance is achieved by submission of the affirmative action reporting forms as indicated below:

Individuals or Firms Who Employ Fewer Than 15 people:

Complete only Part D

Your Company will be eligible to do business with the City for
24 months after the date our office receives the completed form.

Firms Who Employ 15 or More People:

1. Employer Information Report (Part A)
2. Employer EEO Workforce Profile (Part B)
3. An Affirmative Action Plan (Part C)

Your Company will be eligible to do business with the City for
12 months from the date our office receives the completed form.

These reports must be completed accurately and on file with the Equal Opportunity Department prior to bid opening, proposal submission, response to a request for quotation, response to a request for qualification or the date set forth as part of any other request-response process initiated by the City.

The above referenced reports must be submitted to:

Equal Opportunity Department
Community and Business Relations Division
251 W. Washington Street
Phoenix, AZ 85003-2107

Failure to comply with the affirmative action requirements outlined in the Articles will result in your being considered ineligible for any City business.

Questions may be directed to the City of Phoenix Equal Opportunity Department, Community and Business Relations Division at V/(602) 262-6790, TDD/534-1557, FAX 534-1785.

Thank you for your cooperation.

City of Phoenix
EQUAL OPPORTUNITY DEPARTMENT
COMMUNITY AND BUSINESS RELATIONS DIVISION

PHOENIX CITY CODE AFFIRMATIVE ACTION REQUIREMENTS

PART A: EMPLOYER INFORMATION REPORT

PLEASE PRINT OR TYPE

Firm Name: _____

Local Street Address _____
City State Zip

Local Mailing Address: _____
(if different than above) City State Zip

Corporate Mailing Address: _____
(if different than above) City State Zip

Previous Address _____
City State Zip

Corporate Telephone: _____ Local Telephone: _____ FAX# _____

Type of Business: _____
(Examples; Electrical Contractor, Lessee, Computer Sales, Architect, or Office Supplies)

Name, title and telephone number of company's Equal Employment Opportunity Officer/person responsible for this report:

Corporate Officer: _____ Telephone Number: _____

Local Officer: _____ Telephone Number: _____

So that your record may be properly cross referenced in our file, please indicate in the space provided below other company names used. Failure to provide this information could result in your loss of City business.

* * * * *

CONTINUE TO PART B

PART B: EMPLOYER EQUAL EMPLOYMENT OPPORTUNITY (EE0) WORKFORCE PROFILE

PLEASE PRINT OR TYPE

Instructions:

Do you have employees in the Phoenix metropolitan area? (includes Phoenix, Tempe, Mesa, Chandler, Scottsdale, Paradise Valley, Glendale, Peoria, Tolleson, Litchfield, Avondale, Buckeye and Goodyear).

- ☐ Yes-Report only Phoenix Metro employees from your most recent payroll. If this is Less Than 15, use Part D, the Certificate of Less Than 15.
- ☐ No-Report all Corporate employees from your most recent payroll. Your latest Federal EEO-1 may be substituted.

JOB CATEGORIES	NUMBER OF EMPLOYEES										
	OVERALL TOTALS (SUM OF COL. B THRU K) A	MALE					FEMALE				
		WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) G	BLACK (NOT OF HISPANIC ORIGIN) H	HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS											

FIRM
NAME

CONTINUE TO PART C

PART C: AFFIRMATIVE ACTION PLAN

PLEASE PRINT OR TYPE

Instructions: If your firm has an Affirmative Action Plan, please submit a copy. If **not**, please complete a plan on your company letterhead utilizing the outline below. Your firm will be reviewed by city staff to determine if you are complying with your plan.

AFFIRMATIVE ACTION PLAN

In order to comply with the Affirmative Action reporting requirements of Article IV or V of Chapter 18 of the Phoenix City Code, and to ensure equal employment opportunity, the following measures will be taken:

1. Equal and fair treatment will be provided to all employees regardless of race, color, religion, national origin, gender, age or disability.
2. A complete up-to-date workforce profile which records employees by race or ethnicity, gender, and job classification will be maintained and annual reports will be submitted to the City of Phoenix Affirmative Action Division.
3. All employees will be advised at time of employment that the firm is an Equal Opportunity / Reasonable Accommodation Employer and that hiring, promotion or demotion is based only on the individual's qualifications and ability to perform the work.
4. The firm will cooperate with and support apprenticeship training programs based on strict non-discrimination.
5. The firm has appointed _____ to serve as the Equal Employment Officer who is authorized to supply reports and represent this firm in all matters regarding this affirmative action plan.
6. The name, address and phone number of the Equal Employment Officer will be posted in a conspicuous place or places. This Officer will be responsible for:
 - a. Seeking to utilize minorities, females and disabled individuals to the same degree as all others, based on the following factors.
 - (1) Percentage of minorities, females and disabled individuals in the companies workforce as compared with the labor market in the area.
 - (2) Local availability of minorities, females and disabled individuals having the skills we employ.
 - (3) Availability of promotable minorities, females and disabled individuals in our company.
 - (4) Existence of training institutions to train minorities, females and disabled individuals in the area.
 - (5) The internal skills training our company offers for minorities, females and disabled individuals.
 - b. Supervision of periodic audits of employment practices including: (1) applicant flow (2) promotion (3) training.
- c. Contacts with recruitment sources for qualified minorities, females and disabled individuals. Notification to employees regarding promotions or vacancies to ensure equal opportunity.
- d. Instruction of all supervisory personnel regarding their responsibility for equal employment opportunity and non-discrimination requirements.
- e. Periodic reviews with all supervisory personnel to ensure that the program is being implemented at all levels.

SIGNATURE AND TITLE _____

FIRM NAME _____

DATE_____

City of Phoenix
EQUAL OPPORTUNITY DEPARTMENT
COMMUNITY AND BUSINESS RELATIONS DIVISION

**PHOENIX CITY CODE
AFFIRMATIVE ACTION REQUIREMENTS**

PART D: EMPLOYER OF FEWER THAN 15

PLEASE PRINT OR TYPE

Instructions: If your firm employs 14 or fewer employees, complete & return only this form.

CITY OF PHOENIX
EQUAL OPPORTUNITY DEPARTMENT
COMMUNITY AND BUSINESS RELATIONS DIVISION
251 W. WASHINGTON STREET
PHOENIX, AZ 85003

If you have any questions or require assistance, contact the Community and Business Relations Division at:
V/(602) 262-6790 * TDD / 534-1557 * FAX 534-1785

Firm Name:_____

Street Address:_____

Mailing Address:_____

Corporate Mailing Address:_____

Telephone No.:_____ FAX #_____

Previous Address:_____

So that your record may be properly cross referenced in our file, please indicate in the space provided below, other company names used. Failure to provide this information could result in your loss of City business.

In accordance with Chapter 18 of the Phoenix City Code, Article IV or
V, I hereby certify that the above-named individual or firm currently employs

(insert number of employees).

PRINT NAME OF PERSON RESPONSIBLE FOR THIS REPORT.

SIGNATURE

TITLE

DATE

ATTACHMENT 9

Disadvantaged/Minority/Woman-owned Business report form

CITY OF PHOENIX

SCHEDULE OF PLANNED UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESSES

Project No.: _____

FIRM NAME	PRINCIPAL/ OFFICIAL	ADDRESS	TYPE OF WORK	PRICE

The undersigned will enter a formal agreement with the above listed minority and women owned businesses conditioned upon execution of a contract with the City of Phoenix.

Signature/Date

Firm

